SOUTH CAROLINA STATE DEPARTMENT OF EDUCATION

ADEPT Data System (ADS) User Guide
OFFICE OF Educator Effectiveness

October 2016

This user guide outlines the steps to update an educator's ADEPT history in the ADEPT Data System (ADS). Updating a given educator's ADEPT history is the responsibility of the district ADEPT coordinator or his/her designee and requires an understanding of the progression of teacher contract levels and associated evaluation types. The chart on the next page outlines important dates regarding the entry of ADS updates and submission of important ADEPT related information.

Also included in this user manual is a flow chart that outlines the progression of SC educator contract levels. Please use this guide when deciding on the appropriate contract level to issue an educator

In the event that an educator's ADEPT data from previous years are incomplete, inaccurate, or missing please complete and submit an ADS Update form (see attached) for that educator. Once completed, please send that form to the Office of Educator Effectiveness (OEE) to be updated.

Please submit any problematic ADS entries (teachers new to SC from out of state and Letter of Agreement hires) to Roxanne Sims at rlsims@ed.sc.gov. If you have any questions about ADEPT, educator contract levels and evaluation types, and/or ADS entry, please contact one of the Education Associates in the Office of Educator Effectiveness (OEE).

**Office of Educator Effectiveness
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Important Dates

Task	Date	Responsible Party
ADS opens for initial data entry **An email will be sent to all ADEPT Coordinators notifying when the system is open and when it closes.**	Mid-October	OEE
Initial entry of beginning of the year data (current year's contract level and evaluation type)	Mid-October through February 15th	District ADEPT Coordinator or designee
Submit <u>problematic ADS data</u> for the following educators to OEE for entry: **• New to SC from out of state** **• Letter of Agreement hires**	January 1	District ADEPT Coordinator or designee
ADS closes for initial data entry	February 15th	OEE
Entry of all initial data for all fully certified Induction 1 teachers (ADEPT funds)	February 15th	District ADEPT Coordinator or designee
Submit names and Certification Identification Numbers (CID) for all fully certified Induction 1 teachers	February 15th	District ADEPT Coordinator or designee
ADS opens for end of year data entry (current year's evaluation results and next year's contract and evaluation type)	Mid-April	OEE
Entry of all end of year data for educators	Mid-April through June	District ADEPT Coordinator or designee
Submit problematic end of year data for the following educators to OEE for entry: **• Letter of Agreement hires**	May 1st	District ADEPT Coordinator or designee
ADS closes for end of year data entry	June 20th	OEE

Below are step by step directions for entering an educator's ADEPT data into the ADEPT Data System.

1. Log into the Member Center. If you have login issues, please contact the Help Desk (the number is located at the top of the Member Center Home Page). Access the search page by clicking on the *Search* Tab at the top of the page.

2. Once you select your district, the system will return the educator records associated with your district. Click the "Edit" button beside the Teacher's Name you need to edit.

3. The system will return the selected Teacher's ADEPT data with the current year's record on top. You can "update" the record by clicking the "Update" button.

4. The system will return the educator's ADS Data record to modify. The screen will display the historical record.   Under that, the system will display the current year's record as it looks right now. The record displayed is the current year's record but the values in the record will change   as you walk through the update and answer the questions. **You must click the "Submit" button on each screen to update the record.** The system will pose a series of questions to facilitate the data entry.

   The first question asks if you need to change the educator's **"Current"** year's   Contract Level. Select the appropriate contract level.

5. The second question asks if you need to change the "Current" ADEPT Level. Select the evaluation type for that educator.

6. The third question asks what their ADEPT Results were for the "Current" record. Select the overall ADEPT results for the current year.

7. The next question asks whether the teacher is returning for the "Next" year. If they are returning, the system prompts you to indicate the "Next" year's options. If they are NOT, you must indicate in the system why they are NOT returning. If the educator is not returning to your district, you must still enter the contract level and evaluation type that they would have been assigned.

8. Next, enter the educator's recommended contract level for the next year. The system ONLY gives
    you options based on what you answered for their "Current" Contract Level, their "Current"
    ADEPT level and their ADEPT evaluation results. If the option is NOT valid, then you will not be
    able to select it.

9. Next, enter the ADEPT evaluation type appropriate for the next school year. You may only choose from the options available on the screen.

10. The next screen will display what responses you gave and you MUST "Submit" the ADEPT Record in order to the update to take effect. If you do not, the "Current" record will stay the same as it was before you started the process.

Home	Search	Reports	Forms	Training	Administration	Logout

| Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates | School Year 2012 - 2013

Teacher PII   - ADS

District: Charleston 01 | [   ] | [   ] | [   ] | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

Here is your updated ADEPT status for 2013 – click "SUBMIT ADEPT RECORD" below to enter into database.

ADEPT UPDATE: Year 2013   ID: 376827

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

SUBMIT ADEPT RECORD

Start Over || Cancel Update || Select New Educator

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11. Click the "Submit" button. The system will make the changes.

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| Sharon Crenshaw | Agency Administrator | Modify Privileges | View Only mode - No updates | School Year 2012 - 2013

Teacher PII   - ADS

District: Charleston 01 | [   ] | [   ] | [   ] | Year: 2012 - 2013 | Certificate: Critical Needs Certificate

This ADEPT Record has been committed || Return to Educator Status || Select New Educator

ADEPT UPDATE: Year 2013   ID: 376827

District:	Current Contract:	Recom. Level:	ADEPT Results:	Next Year Contract:	Recom. Next Level:	Next Year Hiring Status:
Charleston 01	Induction 1	Formative	Met	Annual 1	Summative	Rehired

Return to Educator Status || Select New Educator

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